

1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

2. Next, gather relevant information and data. This may involve research, consultation with experts, or collecting data from various sources.

3. Once the information is gathered, it is important to analyze it carefully. This involves identifying patterns, trends, and key factors that influence the outcome.

4. After analysis, a plan or strategy should be developed. This plan should outline the steps to be taken and the resources needed to achieve the goal.

5. The next step is to implement the plan. This involves putting the strategy into action and monitoring progress along the way.

6. Finally, the results should be evaluated. This involves comparing the actual outcomes with the expected results and identifying any areas for improvement.

7. The process of problem-solving is often iterative, meaning that it may be necessary to revisit previous steps as more information is gained or as the situation evolves.

8. It is also important to communicate effectively throughout the process. This involves sharing information with others, seeking feedback, and providing updates on progress.

9. Finally, it is important to reflect on the process and the results. This involves identifying what worked well, what challenges were faced, and what lessons can be learned for future tasks.

10. The overall goal of the problem-solving process is to find a solution that is effective, efficient, and sustainable.

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Class	Subclass	Date	Examiner

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